

Instructions on filling out Public Disclosure Form

A business which enters into contracts, leases or other agreements with the State, or its units, in which the business **receives a total of \$100,000** or more, is required to file with the Secretary of State a form containing the name and address of any resident agent of the business, each officer of the business and, if known, each person who has a beneficial ownership of the business.

Statutory Authority: [State Finance & Procurement Article, §13-221](#) of the Annotated Code of Maryland.

1. Place mouse cursor on the line in the first box. Type in the year using the full year i.e. 2004.
2. Formats have been provided in the date and number boxes.
3. Hit the tab or enter button to move from box to box. Not all text boxes are visible but are provided.
4. Where necessary, you have the option of hitting return for multiple lines. (i.e. addresses)
5. When form is completed you have the option to print form or check form for spelling errors.
6. Once you have completed form, print and mail to: Financial Disclosures, Office of the Secretary of State, State House, Annapolis, MD 21401

Public Disclosure of Persons Whose Business with the State Exceeds \$100,000

This form is to be filed within 30 days of the date when the total value of business with the State of Maryland reaches \$100,000 in any calendar year. Please type or print clearly

This filing is for Calendar Year _____
(yyyy)

Print this form, complete it and mail to:

Financial Disclosures, Office of the Secretary of State,
State House, Annapolis, Maryland 21401

For assistance, call: (410) 974-5521 ext. 3859 or 888-874-0013 ext. 3859 (toll free in Maryland) or
[e-mail](#) your question to us.

Name of person, corporation or business entity making disclosure:

Date of disclosure:
(mm/dd/yyyy)

Nature of Business:

Address of discloser:

Name & address of resident agent of corporation (if applicable):

Name & address of each officer of the corporation or (in the case of nonprofit organizations), the board of directors.
Use an additional sheet, if necessary

Name & address, if known, of each person who has beneficial ownership of the business as defined in § 13-221 (use an additional sheet, if necessary)

Name of person responsible for filling out this form (please print clearly)

Title

Telephone no.

E-mail

I do solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, or belief.

Name of Individual or Chief Executive Officer
of Organization (Type or Print)

Signature of Individual or Chief Executive
Officer of Organization

Date

Note: This statement will be retained by the Office of the Secretary of State as a public record for at least two years from the date of receipt. The statement will be available for examination and copying by the public during business hours, subject to such reasonable fees and administrative procedures as the Secretary may establish.

This form may be printed directly from the Internet, or the information may be sent on company letterhead.